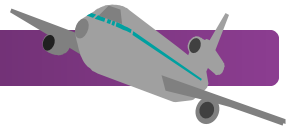
DTS Organizational Set Up

Master Worksheet

Defense Travel System



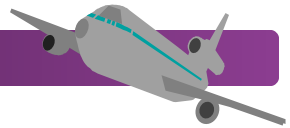
J3	**Main Organization**	**LEAD DTA**
DJ65J3	**Organizational Naming Sequence**	Jim Dunning
J3GP	**Main Group**	

ADMIN	**Sub-organization**	OPERATIONS	**Sub-organization**	PLANS	**Sub-organization**
DJ65J3A	**Org. Naming Seq.**	DJ65J3O	**Org. Naming Seq.**	DJ65J3P	**Org. Naming Seq.**
ADMINGP	**Group**	OPSGP	**Group**	PLANSGP	**Group**
ADMINR	**Routing List**	OPSR	**Routing List**	PLANSR	**Routing List**
Dan Towers	**Organizational DTA**	Dale Minner	**Organizational DTA**	Dave Parker	**Organizational DTA**
Tony Riddick	**Certifying Official**	Roger Ball	**Certifying Official**	Tom Perry	**Certifying Official**
Tony Riddick	**Authorizing Official**	Roger Ball	**Authorizing Official**	Tom Perry	**Authorizing Official**

SPECIAL OPERATIONS	**Sub-organization**		RECONNAISSANCE	**Sub-organization**	
DJ65J3OS	**Org. Naming Seq.**		DJ65J3OR	**Org. Naming Seq.**	
SPECOPGP1	**Groups**	SPECOPGP2	RECONGP	**Group**	
SPECOPR1	**Routing Lists**	SPECOPR2	RECONR	**Routing List**	
Fred Lodge	**COs**	Diane Moore	Roger Ball	**CO**	
Fred Lodge	**AOs**	Diane Moore	Roger Ball	**AO**	

Logical Flow Process

Defense Travel System



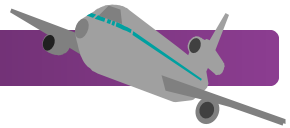
- Establish Organizations/Sub-organizations
- Set Up Groups
- Establish Routing List Names for each Group of Travelers
- Establish Traveler Information and Permission Levels for DTAs, AOs, COs
- Establish Traveler Information for the Travelers
- Set Up Lines of Accounting
- Establish Budgets

Establish Organizations

- Identify your Defense Travel Administration (e.g., Finance, Transportation, Personnel, IT)
- Identify a Lead DTA
- Start with the current organizational chart
  - ✔ Examine travel needs
  - ✔ Examine the current processes

Worksheet (1)

Defense Travel System



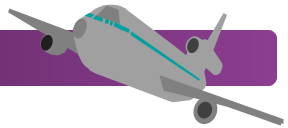
DEFENSE TRAVEL ADMINISTRATION

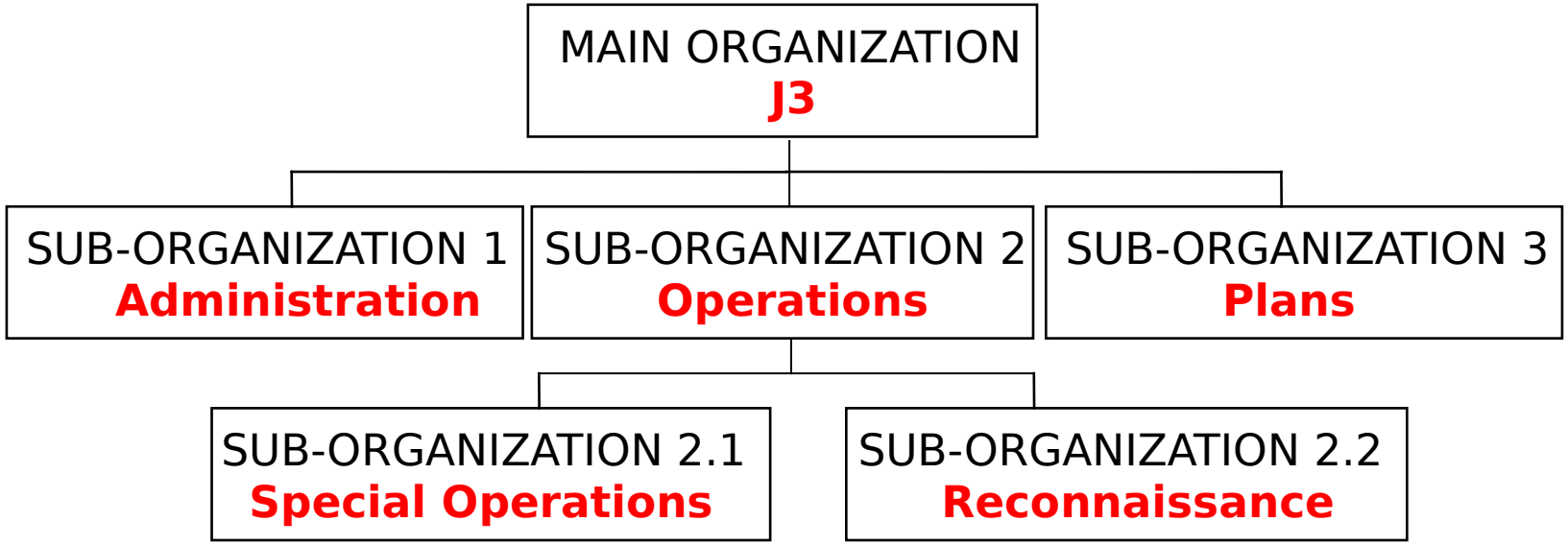
Enter your DTS Organization and Sub-organization names:

Main Organization					
Sub Organization		Sub Organization		Sub Organization	
Sub-org	Sub-org	Sub-org	Sub-org	Sub-org	Sub-org

Note: Use as many sub-organizations as necessary to reflect your organizational travel needs. The number of sub-organizations is not limited.

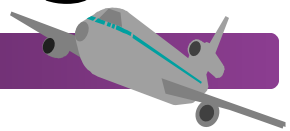
Establish Organizations





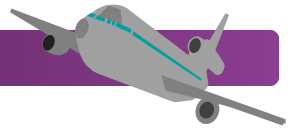
Organizational Naming

Defense Travel System



Level	Positions Available	Title	Values	Example
1	1	Federal Agency	D=DoD	**D**
2	1	Component	A=Army; F=USAF; M=USMC; N=USN; D=Defense Agency; J=Joint Commands	**J**
3	Service Specific	MAJCOM, MACOM, Major Claimant, Defense Agency Bureau Code, Unified, Combined Command	See Appendix A	**65**
4+	Service Specific	Normal office symbol, mail code, etc.	See Appendix A	**J3**

Worksheet (2)



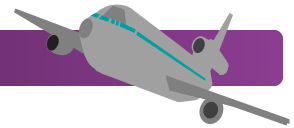
DEFENSE TRAVEL ADMINISTRATION

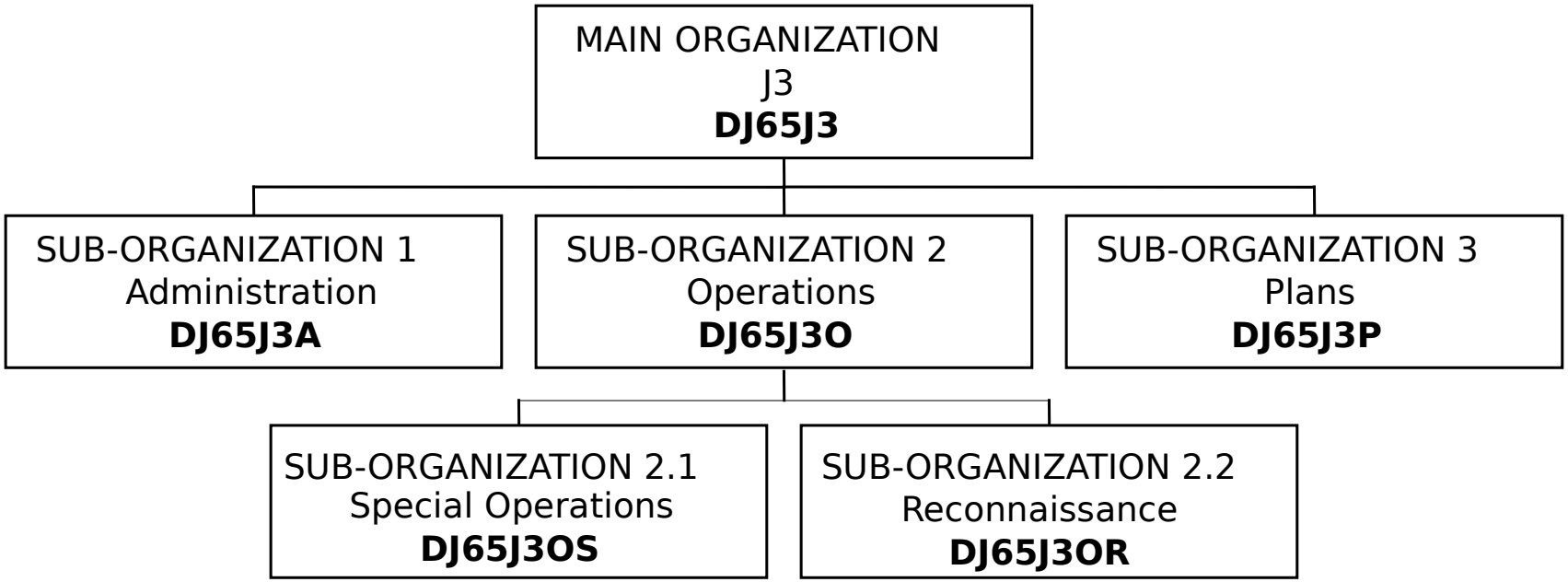
(Naming Organizations in Sequence - **RED** denotes Organizational Naming Sequence)

	Organization			
Naming Sequence	**Main Organization**	**Sub-organization 1**	**Sub-organization 2**	**Sub-organization 3**
DJ65J3	**J3**			
DJ65J3A		Administration		
DJ65J3O			Operations	
DJ65J3OS			Special Operations	
DJ65J3OR			Reconnaissance	
DJ65J3P				Plans

Organizational Naming Sequence Example

Defense Travel System





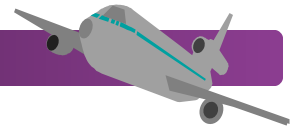
Set Up Groups

- Composed of travelers who have something
  in common (e.g. same project, department,
  or administrative support person).

- Can exist at any level in the organization. Travelers may be part of more than one group

Considerations for Setting Up Groups

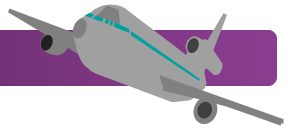
Defense Travel System

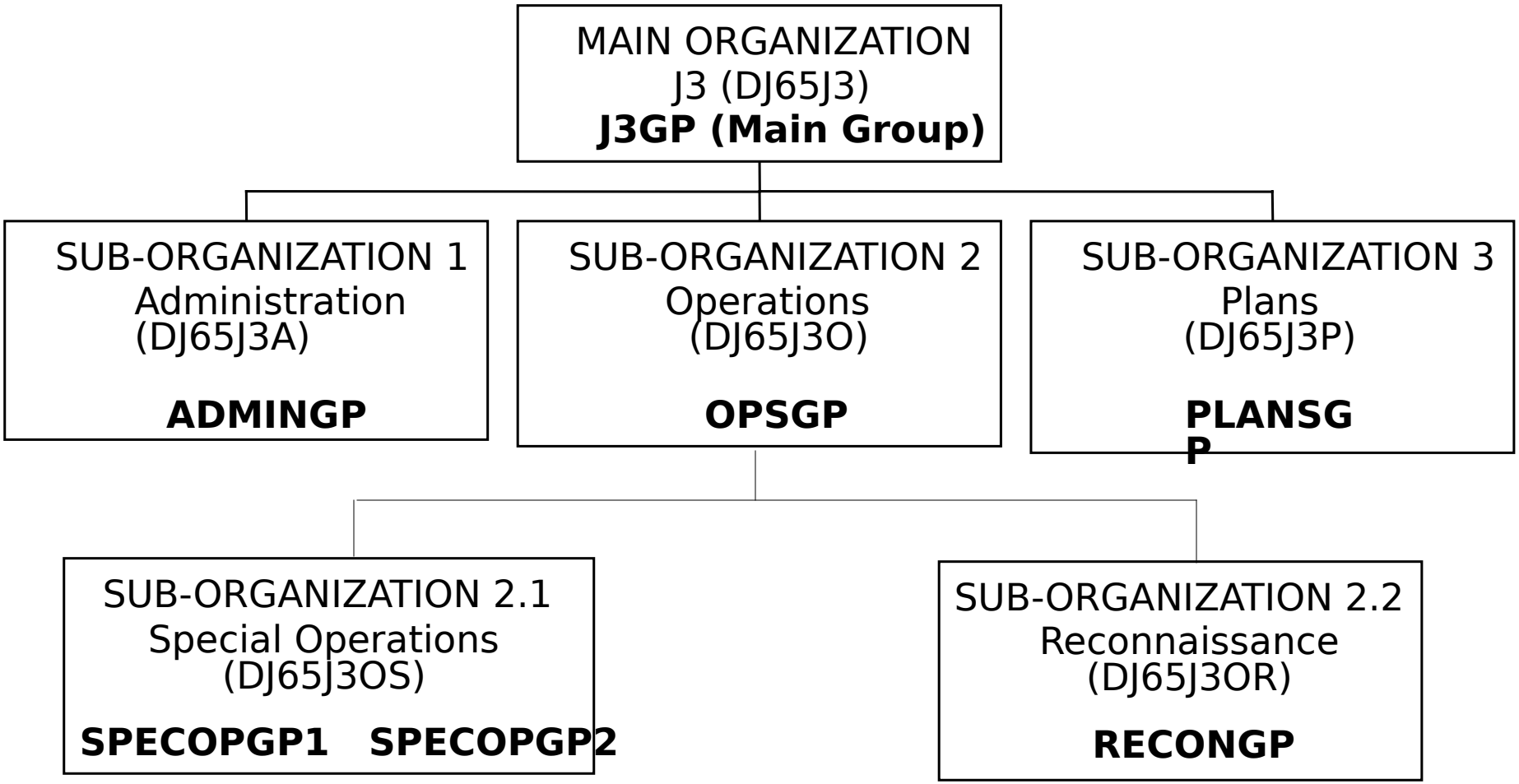


- ✔ Mission - travel processes (Travelers vs. Government entity)
- ✔ Number and frequency of travelers

A Main Group is recommended.
It enables the DTA to access, view and edit traveler's information.

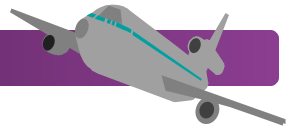
Group Example





Routing Lists

Defense Travel System



- Document Routing:

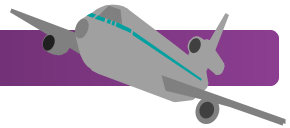
  - ✔ Facilitates electronic review of documents
  - ✔ Signed documents are automatically transmitted

    to the next user identified on the routing list

- Routing Lists are normally associated with groups and
  are available to travelers by their organization

- May need more than one routing list per group
  (e.g. AOs may need routing lists different from their travelers)

AOs and COs



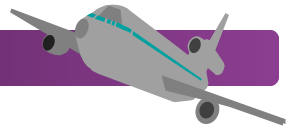
Determine the AO/CO for each group's routing list:

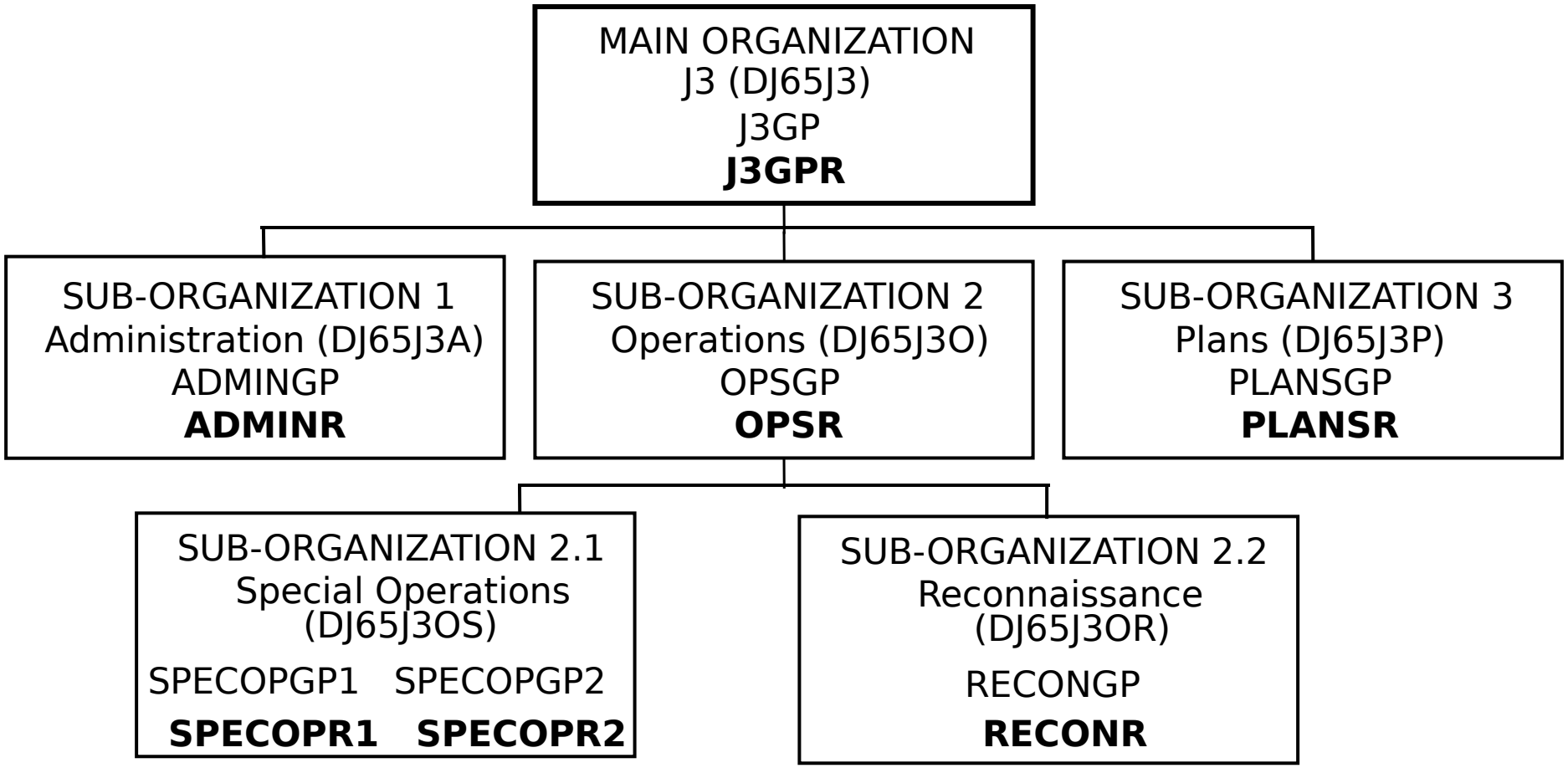
- ✔ AO is responsible for reviewing and approving authorizations and vouchers
- ✔ CO certifies claims for payment

AO and CO "SHOULD" be the same person under DTS.

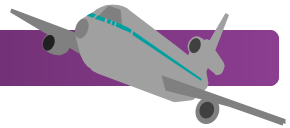
Establish Routing List Names

Defense Travel System





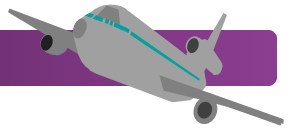
Document Types



DTS produces three document types:

- ✔ Authorizations (Travel Orders)
- ✔ Vouchers (Travel Vouchers)
- ✔ Local Vouchers

Status Codes



Document Status Codes:

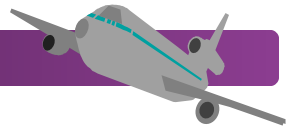
- Certified - Funds are available
- Approved - Travel or travel expense is approved

✔ **“Approved” is selected as last step**

✔ **If AO/CO are same, only select “Approve**

Worksheet (3)

Defense Travel System

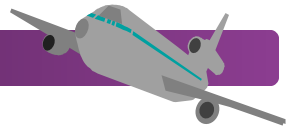


DEFENSE TRAVEL ADMINISTRATION

tting up Groups and Routing Lists - RED denotes groups; italics denote routing li

Organization/ Sub-organization Name	Group Signature Level	Routing List Name (limit to 8 characters)	Document Type	Document Status	
DJ65J3P (sub-org 3) 1	PLANSGP	*PLANSR*	Authorization	Approved	Tom Perry
DJ65J3P (sub-org 3) 1	PLANSGP	*PLANSR*	Voucher	Approved	Tom Perry
DJ65J3P (sub-org 3) 1	PLANSGP	*PLANSR*	Local Voucher	Approved	Tom Perry

Routing List Names

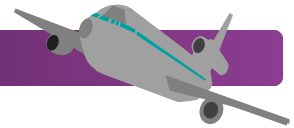


Group Name	Routing List Name	Document Type	Document Status	Document	AO/CO	Le
ADMINGP	ADMINR	Authorization	Approved	Tony Riddick		
ADMINGP	ADMINR	Voucher	Approved	Tony Riddick	1	
ADMINGP	ADMINR	Local Voucher	Approved	Tony Riddick	1	

Group Name	Routing List Name	Document Type	Document Status	Document	AO/CO	Le
OPSGP	OPSR	Authorization	Approved	Peter Wang	1	
OPSGP	OPSR	Authorization	Approved	Al Green	1	

Establish DTA, AO/CO, and Traveler Information

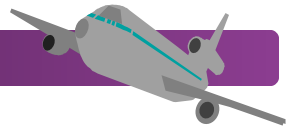
Defense Travel System



Information needed to load DTAs, AOs and COs:

- Personnel information
  (name, SSN, clearance, etc.)
- Organization and organizational access
- Group and group access
- Routing list
- AO/CO
- Permission level(s)

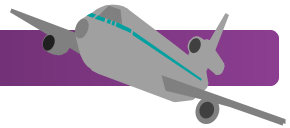
Permission Level



- ✔ **Level individual is assigned while using DTS**

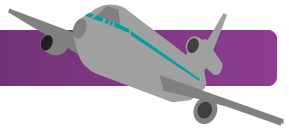
- ✔ **Lead DTA will have the highest level of access to grant the same or lesser permission levels to other DTAs, AOs, COs and travelers within their organization**

Permission Levels



Permission Level	Document Access/Tasks
5	For Use of Org/Lead DTA
data	View organization documents/ edit organization tables and
4	Transportation Officer (TO)
3	View budgets and lines of accounting/ setup and review
budget	
2	View travel documents/ approve and sign travel documents
1	Commercial Travel Office (CTO)
0	Individual travel document/ basic traveler tasks

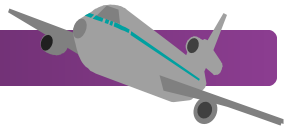
Permission Levels



Designate permission levels for all users:

- Org/Lead DTA: Levels 0-5
- Transportation Officer: Levels 0,4
- Financial Officer: Levels 0,3
- Certifying Officials: Levels 0,2
- Authorizing Officials: Levels 0,2
- Traveler/Gov’t Entity: Level 0

Organizational Access

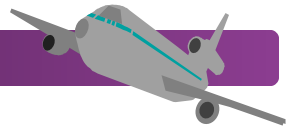


- Allows system users to view and edit data pertaining to their organization, depending on permission level

- Valid values in the DTS software are *None* or a specific organization

- Everyone in DTS should have Organizational Access - Usually the organization to which the traveler belongs

Group Access



- Group Access allows identified personnel serving as a

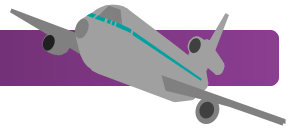
  Government Entity (e.g. DTA, AO/CO, Travel Clerk,) to view and edit traveler information and travel documents.

- Organizational DTAs, COs and AOs will normally have group access, which allows them to access travelers they are responsible for

- A typical traveler will not have group access, unless they
  are acting as a Government entity

- The choices in DTS are *None* or any group within the organization

Worksheet (4)



DEFENSE TRAVEL ADMINISTRATION

DTA, AO/CO and Traveler Information

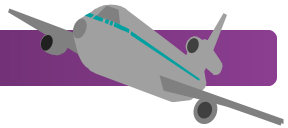
Sample Traveler Information for AO/CO:

Group	SSN	Last Name	First Name	MI	M/F	Organization	Title/Rank	Charge Card Holder	Routing List
ADMINGP	123-23-2354	Redhead	Terry	B	M	DJ 65J 3A	MO-03	Card Holder	ADMINR

Sample Traveler Information for AO/CO (cont'd):

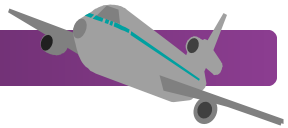
Clearance	AO	CO	Organizational Access	Group Access	Permission Level
Secret	Tony Riddick	Tony Riddick	DJ 65J 3A	ADMINGP	0.2

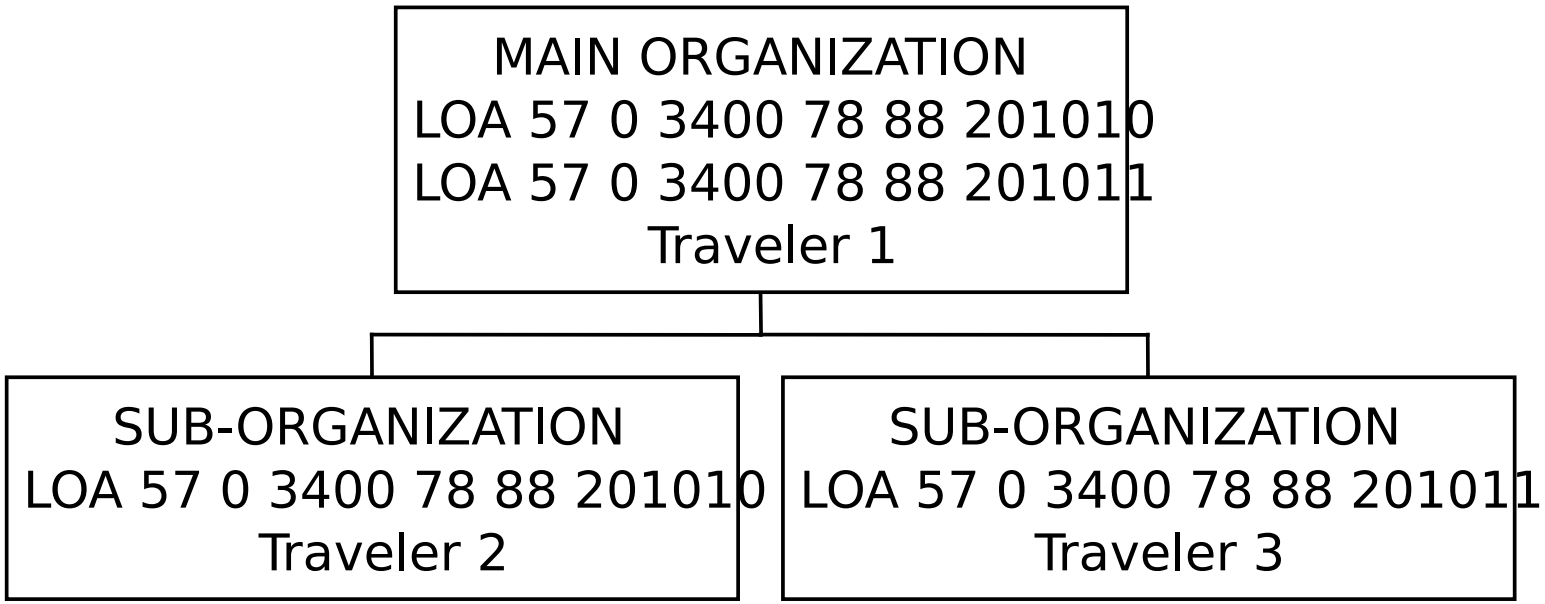
Set Up Lines of Accounting



- Finance DTA inputs the data
- Associate LOAs with organizations and sub-organizations
- Two options for inputting: manual or semi-automated

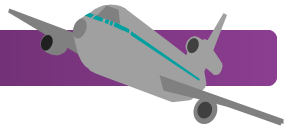
Set Up Lines of Accounting





Worksheet (5)

Defense Travel System



DEFENSE TRAVEL ADMINISTRATION

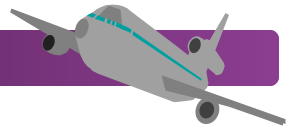
Lines of Accounting Information

Sample Lines of Accounting Worksheet:

Organization, Sub-org	**Accounting Label**	**Lines of Accounting**
DJ65J3A 525700 3400	00CmdTravel (enter cite fund easily identifiable, i.e. 00Training)	57 0 3400 30 78 88 101010 01 409 (should be information or lines of accounting, e.g. (57 0 30 78 88 101010 01 409 525700)
DJ65J3A	00Travel	57 0 3400 30 78 88 231011 01 409
525700 QA		
DJ65J3A	00Training	57 0 3400 30 78 88 231011 01 409
525700		
DJ65J3A	00FMS	97 11 X 8242 4F 78 88 409 OBM JA 001
525700		
DJ65J3O	00Training	57 0 3400 30 78 88 231013 01 409
525700		
DJ65J3O	00SpecialOps	57 0 3400 30 78 88 231013 01 409
525700 QA		

*** First 2 digits in Account Label represent Fiscal Year (FY)**

Lines of Accounting
Two Options



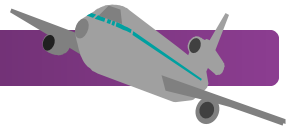
Semi-automated:

- Uses PMO Microsoft Access LOA Utility Program
- Converts Standard LOA into LOA format that DTS can use
- Needs MS Access 97 or later

Manual:

- Use Worksheet (6) to manually convert

Worksheet (6)



Defense Travel System

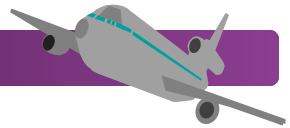
DEFENSE TRAVEL ADMINISTRATION

Setting up Accounting Codes -- ** Manual Input Only**

The DTA will need to enter the accounting codes for the organization and label them to be readily recognized by the AO/CO and your unit travelers. **Acct 1 through Acct 10 codes** are defined for each service in **Appendix D through Appendix H of the Finance Guide**.

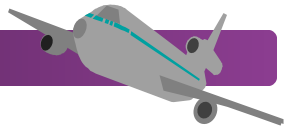
Organization	DJ 65J 3 (Main Org)	DJ 65J 3A (Sub-org 1)		DJ 65J 3O (Sub-org 2)	DJ 65J 3OS (Sub-org 2.1)	DJ 65J 3P (Sub-org 3)
Accounting Label	**00CmdTravel**	**00Training**	**00Admin**	**00Operations**	**00Training**	**00General**
ACCT 1	525700^	525700^	525700^	525700^	525700^	525700^
ACCT 2	57^0^3400^^	57^0^3400^^	57^0^3400^^	57^0^3400^^	57^0^3400^^	57^0^3400^^
ACCT 3	30^^	30^^	30^^	30^^	30^^	30^^
ACCT 4	78^88^101010^01^	78^88^231011^01^	78^88^231011^01^	78^88^231013^04^	78^88^231013^01^	78^88^231018^01^
ACCT 5	^^^^	^^^^	^^^^	^^^^	^^^^	^^^^
ACCT 6	40901^^	40902^^	40903^^	40909^^	40911^^	40907^^
ACCT 7	525700^^	525700^^	525700^QA^	525700^QA^	525700^^	525700^^
ACCT 8	^	^	^	^	^	^
ACCT 9	^	^	^	^	^	^
ACCT 10	^	^	^	^	^	^

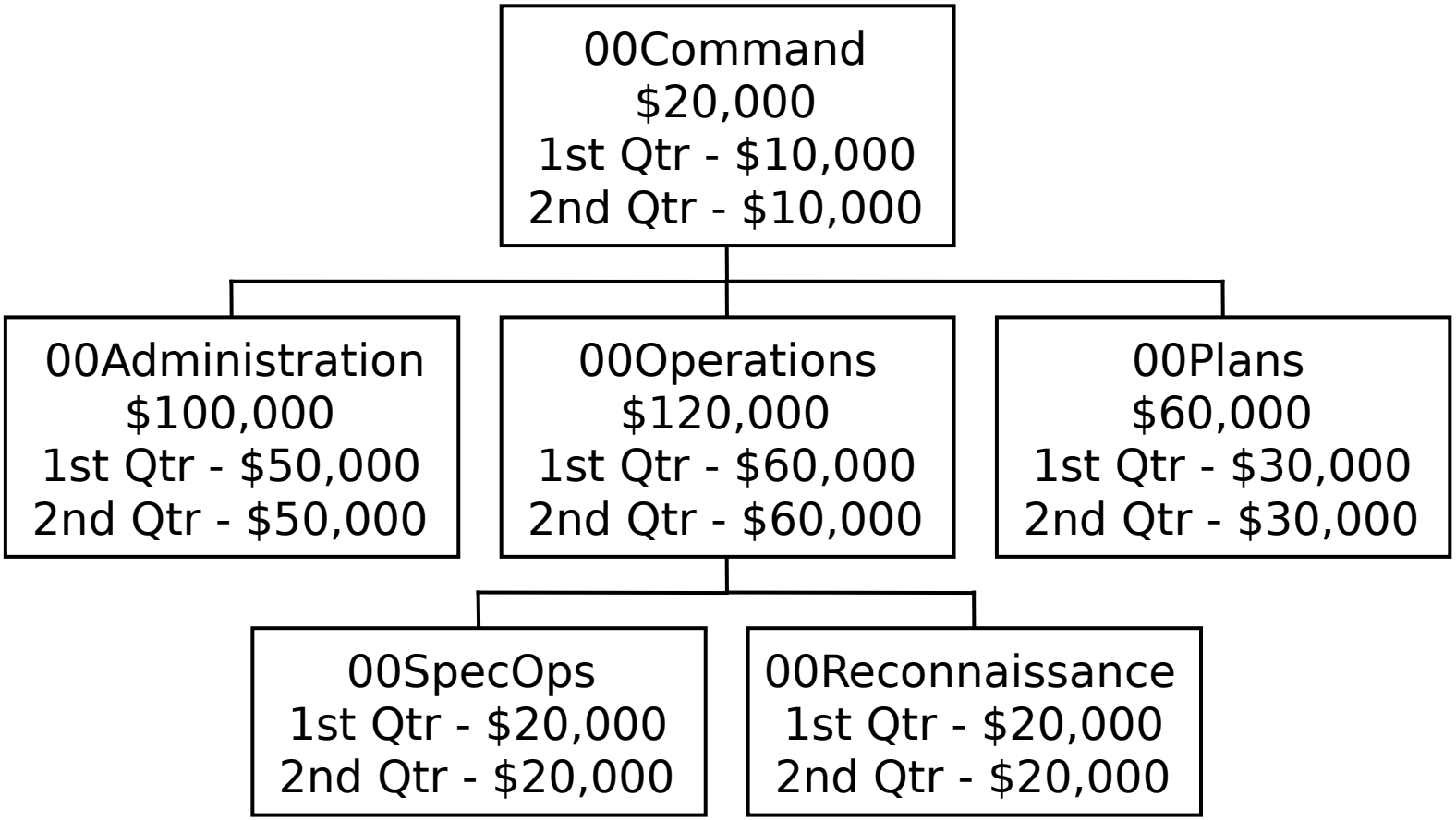
Establishing Budgets



- Budgets allow organizations to track funding levels in DTS
- Budgets are broken down into Budget Items
- Budget Items have associated LOAs

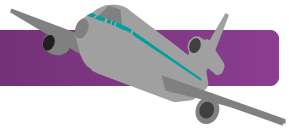
Establishing Budgets





Establishing Budgets

Defense Travel System



Org/ Sub-org	Budget Item	1st Qtr	2nd Qtr		3rd Qtr	4th Qtr	Lines of Accoun
DJ65J3	00Command	$10,000	$10,000	$10,000	$10,000	57 0 3400 30 78 88 101010 01 409 525700	
DJ65J3O	00Operations	$60,000	$60,000	$60,000	$60,000	57 0 3400 30 78 88 231013 01 409 525700	
						57 0 3400 30 78 88 231013 01 409 525700 QA	

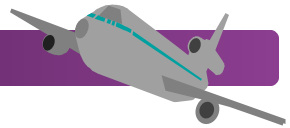
Using Wildcards in Budgets

Defense Travel System

10x20 Account Lines Budget Item 00Operations for DJ65J3O for multiple L

ACCT 1	525700^	**ACCT 6**	409^^
ACCT 2	57^^0^3400^^	**ACCT 7**	525700^*^
ACCT 3	30^^	**ACCT 8**	^
ACCT 4	78^88^231013^01^	**ACCT 9**	^
ACCT 5	^^^^	**ACCT 10**	^

Worksheet (7)



DEFENSE TRAVEL ADMINISTRATION

Establishing Budgets

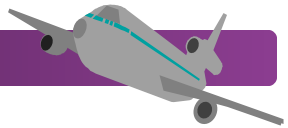
Sample Budget Worksheet for your Organization and Sub-organizations:

Organization	Budget Item	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
DJ 65J 3	00Comand	$10,000	$10,000	$10,000	$10,000
DJ 65J 3O	00Operations	$60,000	$60,000	$60,000	$60,000

Budget Item names are limited to 15 characters.

Master Worksheet

Defense Travel System



J3	**Main Organization**	**LEAD DTA**
DJ65J3	**Organizational Naming Sequence**	Jim Dunning
J3GP	**Main Group**	

ADMIN	**Sub-organization**
DJ65J3A	**Org. Naming Seq.**
ADMINGP	**Group**
ADMINR	**Routing List**
Dan Towers	**Organizational DTA**
Tony Riddick	**Certifying Official**
Tony Riddick	**Authorizing Official**

OPERATIONS	**Sub-organization**
DJ65J3O	**Org. Naming Seq.**
OPSGP	**Group**
OPSR	**Routing List**
Dale Minner	**Organizational DTA**
Roger Ball	**Certifying Official**
Roger Ball	**Authorizing Official**

PLANS	**Sub-organization**
DJ65J3P	**Org. Naming Seq.**
PLANSGP	**Group**
PLANSR	**Routing List**
Dave Parker	**Organizational DTA**
Tom Perry	**Certifying Official**
Tom Perry	**Authorizing Official**

SPECIAL OPERATIONS	**Sub-organization**	
DJ65J3OS	**Org. Naming Seq.**	
SPECOPGP1	**Groups**	SPECOPGP2
SPECOPR1	**Routing Lists**	SPECOPR2
Fred Lodge	**COs**	Diane Moore
Fred Lodge	**AOs**	Diane Moore

RECONNAISSANCE	**Sub-organization**
DJ65J3OR	**Org. Naming Seq.**
RECONGP	**Group**
RECONR	**Routing List**
Roger Ball	**CO**
Roger Ball	**AO**

Questions?